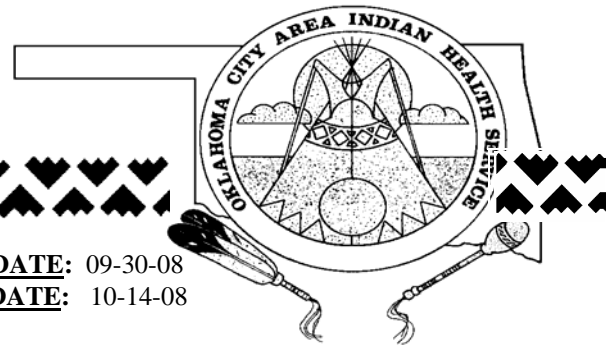


U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE
DIVISION OF HUMAN RESOURCES



VACANCY ANNOUNCEMENT: SER-08-0470-OCA

POSITION: Contract Specialist GS-1102-12

One Full-Time Permanent Position

DUTY LOCATION: Oklahoma City Area Office, Division of Acquisition Management, Oklahoma City, Oklahoma

STARTING SALARY: May be adjusted on Present/Former Federal Employees

GS-12: \$65,315 per annum

PROMOTION POTENTIAL: None Beyond GS-12

SUPERVISORY/MANAGERIAL: No

AREA OF CONSIDERATION: Oklahoma City Commuting Area-Management has determined in advance that there are likely to be adequate number of applicants in the commuting area.

OPENING DATE: 09-30-08

CLOSING DATE: 10-14-08

RELOCATION EXPENSES: Not Authorized

DESCRIPTION OF ASSIGNMENT: This position is located in the Oklahoma City Area Office, Division of Acquisition Management. Incumbent serves as a Contract Specialist and works closely with other team members in the Division. He/she is responsible for all pre-award and post-award functions necessary to ensure that assigned projects are advertised or negotiated, awarded, administered and closed out in accordance with current regulations, laws, and policies. Duties include a variety of contract specialization, which may include one or several in the area of Medical Services, Commercial Services, Construction Contracts, P.L. 93-638 Contracts, Contract Health Service Agreement/contracts, Provider Agreements, including pharmacy as well as simplified acquisitions below the simplified acquisition threshold. Incumbent is responsible for the government Purchase Card program for the Area, as well as the mandatory headquarters and OMB reporting requirements. Incumbent will train Area Office and Service Unit staff in the use of the GPC, monitor area use and report to the Director any suspicious or fraudulent use or misuse of the card. Incumbent is responsible for special reporting required by headquarters; FAIR Act reports; GPC quarterly reports; JDCIS quarterly small purchase reports; annual Management Control Plan; area printing report; and each of the approximately 9 reports required by headquarters and serves as the Area protest control officer. Contracts are awarded to Indian Tribes, Tribal organization, Indian-owned firms and open market construction contractors in accordance with P.L. 93-638, P.L. 61-313 (Buy Indian), and the Small Business Act of 115 U.S.C. 637(a). Contracts are awarded for these services to be performed within the Oklahoma City service area, which includes the states of Oklahoma, Kansas and Texas.

INDIAN PREFERENCE: In filling this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

EQUAL EMPLOYMENT: Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

REASONABLE ACCOMMODATIONS: Reasonable accommodation is provided to applicants with disabilities, except when so doing would impose an undue hardship on the Indian Health Service. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES - Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc.) Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP." Other than above, non-status eligibles are not included in the area of consideration.

Under the **Veterans Employment Opportunities Act (VEOA)**, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply for permanent positions as an MPP candidate; however veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility.

This Position is in a Tobacco-Free Environment

ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM DATE THE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE VACANCY ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES.

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8). (See APPLICATIONS FORMS for information on how to claim Indian Preference).

To Claim Veterans' Preference – applicants must submit a copy of their DD-214 or other proof of eligibility. Veterans with service connected disability and others claiming 10-point veterans' preference, must submit a completed SF-15, "Application for 10-Point Veterans' Preference," with all supporting documents. For more specifics on all Veterans' employment issues such as Veterans' preference or special appointing authorities, please refer to this hyperlink VetsInfoGuide at: <http://www.opm.gov/veterans/html/vetguide.asp>

CAREER TRANSITION ASSISTANCE PLAN (CTAP) /INTERAGENCY CAREER TRANSITION PLAN (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health & Human Services' CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. Well qualified is defined as meeting all education, experience, knowledge, skills & abilities (KSAs) with a score in the above average range of a four-level crediting plan for all KSAs. For information on how to apply and required proof of eligibility, please refer to these hyperlinks for **CTAP** at: <http://www.ihs.gov/JobsCareerDevelop/JobsAtIHS/doc/ctap.doc>, and for **ICTAP** at: <http://career.psc.gov/chpublic/ictap.html>.

CONDITIONS OF EMPLOYMENT:

1. One Full-Time Permanent Position

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet all requirements cited in the following "QUALIFICATIONS REQUIRED" and "TIME-IN-GRADE REQUIREMENTS" sections within 30 days after the closing date of this announcement.

QUALIFICATION REQUIREMENTS:

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Basic Requirements for GS-5 through GS-12

- A. A 4-year course of study leading to a bachelor's degree with a major in any field;
OR
- B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirement for other GS-1102 positions up to and including those classified at the GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

GS-12: One (1) year of specialized experience equivalent to at least the next lower grade level.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower level, that provided the knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements in paragraph A or B, above. Examples of specialized experience include conducting pre-award and/or post-award functions for a variety of specialized equipment, services, or construction; performing price analysis of commercial pricing practices related to increased material, labor, or transportation costs; and planning and conducting negotiations on price.

TIME-IN-GRADE REQUIREMENTS: MPP candidates must have completed at least one (1) year of service at the GS-11 for the GS-12. Time-in-grade provisions do not apply under ESEP.

EVALUATION METHODS: When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSAs described below. This will determine the Highly qualified applicants among the Basically qualified eligibles. Measurement of possession of the KSAs will be accomplished through review of the Application forms, performance appraisals (MPP candidates only), the Narrative Statement related to the KSAs, employment interviews and reference check results.

Ranking KSAs:

1. Knowledge of federal contracting and procurement laws, regulations, etc.
2. Ability to analyze facts; identify problems and propose solutions.
3. Skill in written communications.

APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE FOLLOWING ADDRESS: Southeast Region Division of Human Resources, Oklahoma City Area Indian Health Service, 701 Market Drive, Oklahoma City, OK 73114. All applications become property of the Human Resources Office and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted. **ALL APPLICATIONS AND FORMS MUST ACTUALLY BE RECEIVED IN HUMAN RESOURCES BY 4:30 P.M. ON THE CLOSING DATE. ELECTRONICALLY FILED APPLICATIONS (email attachments) WILL BE ACCEPTED. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not fax vacancy announcements. For further information or application forms contact the Area Division of Human Resources at 405-951-3750. Forms may also be available at nearest IHS facility. Vacancy announcements may also be downloaded from the OPM Website - USAJOBS at <http://www.usajobs.opm.gov> or IHS Website at <http://www.ihs.gov>. The IHS Website has current vacancy locations listed.

E-MAIL APPLICATIONS: The Vacancy Announcement Number must be included in the subject line of the e-mail. Required forms may be sent as e-mail attachments or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at the Human Resources Office. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully. The e-mail address for acceptance of online applications for individual vacancy announcements is aov@ihs.gov.

APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT # SER-08-0470-OCA

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.** Applicants must submit one of the following: (1) OF-612 (Optional Application for Federal Employment), (2) Resume, OR (3) any other written application format. For (2) and (3) see "**ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS**" section below. Position Descriptions will not be accepted.
2. **"Declaration for Federal Employment"**- OF-306 (revised January 2001), must be fully completed and submitted with current dated signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.** Form may be downloaded from the IHS Human Resources Website at: <http://www.ihs.gov/NonMedicalPrograms/DHR/index.cfm?module=applicants>.
3. **Verification of Indian Preference:** If claiming Indian Preference, applicants must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS". Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of the required BIA form 4432 with their applications. **Indian Preference will not be given unless the BIA form 4432, as previously explained, is attached to the application/resume.**
4. **Copy of latest Personnel Action (SF-50)**, if a current or former Federal Employee, or if requesting Reinstatement Eligibility, the SF-50, proof of Career or Career-Conditional Status must be submitted.
5. If claiming Veterans' Preference or eligibility for VEOA or other special appointing authority for Veterans, a copy of all DD-214 forms, one for each period of service, and if claiming 10-point Veterans' preference, a completed SF-15 with all supporting documents.
6. A copy of your most recent performance appraisal for current Federal employees.
7. Narrative Statement, related to the Quality Ranking Knowledge's, Skills, and Abilities (KSA's) as outlined in Evaluation Methods.
8. A copy of college transcript(s), listing the college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit. Although a transcript is always preferred, a list of courses and credit hours earned is sufficient at the time of application; however, by the time appointment appointee must provide an official college transcript (not a copy).
9. To request CTAP/ICTAP special selection priority, you must submit a copy of the RIF separation notice, Certification of Expected Separation (CES) or Notice of Proposed Separation for declining a Directed Reassignment or Transfer of Function outside the local commuting area.

ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Division of Human Resources to make a determination that you have the required qualifications for the position. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
7. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned).
8. Work Experience (paid and nonpaid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week, and Salary.
9. Indicate if we may contact your current Supervisor.
10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS' PREFERENCE, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE OKLAHOMA CITY AREA. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE ONLY.

RECRUITMENT CASE FILE CONTACT:

La Donna M. Cortez
Human Resources Specialist (R/P &C)
(JR# 76736)

09/26/08.LMC/lmc/SER-08-0470-OCA.GS.1102.12